Monthly Uploads in Gateway

www.gateway.ifionline.org

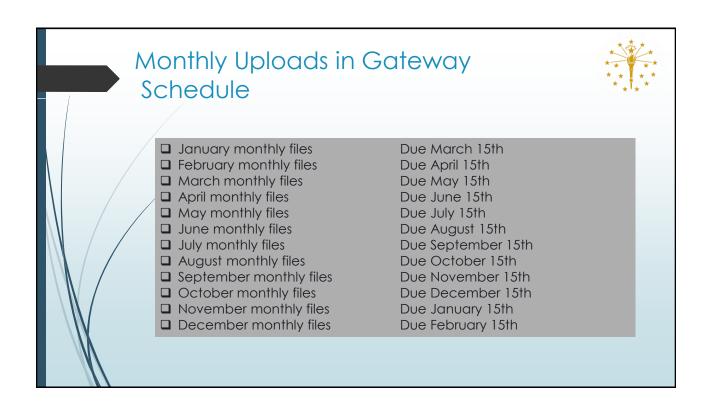
Indiana State Board of Accounts

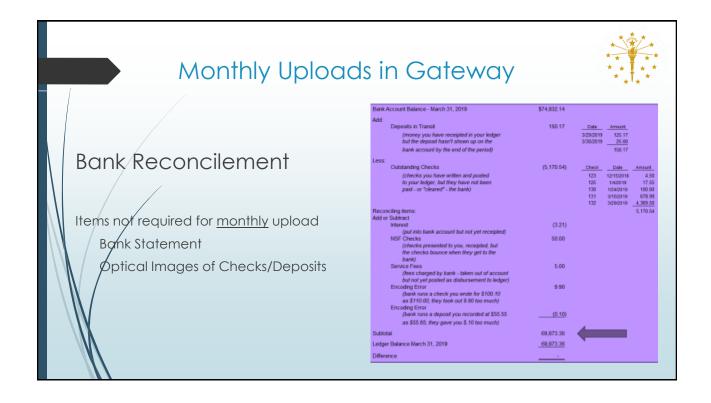
Monthly Uploads in Gateway



Files to be uploaded on a Monthly Basis:

- □Bank Reconcilement
- □Board Minutes
- □Funds Ledger





Monthly Uploads in Gateway



Board Minutes

- Needed for any board or commission which has financial activity included in the city or town financial statements
- May choose:
 File Upload

Web Link

No Meeting

> Upload to the month the meeting took place, not the month approved

Monthly Uploads in Gateway



Funds Ledger

Ledger of Receipts, Disbursements, and Balances (Form 208)

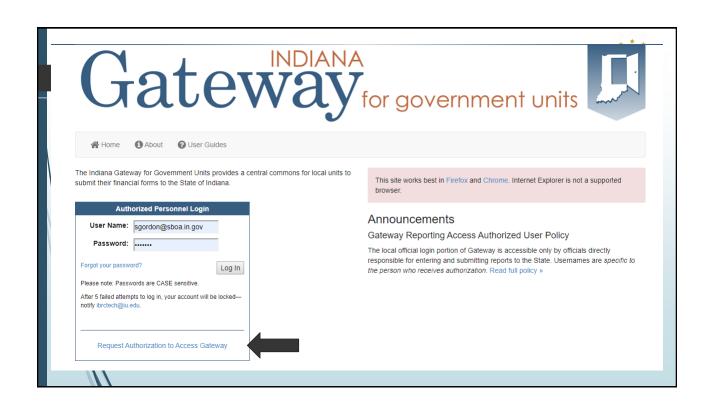
For Each Fund

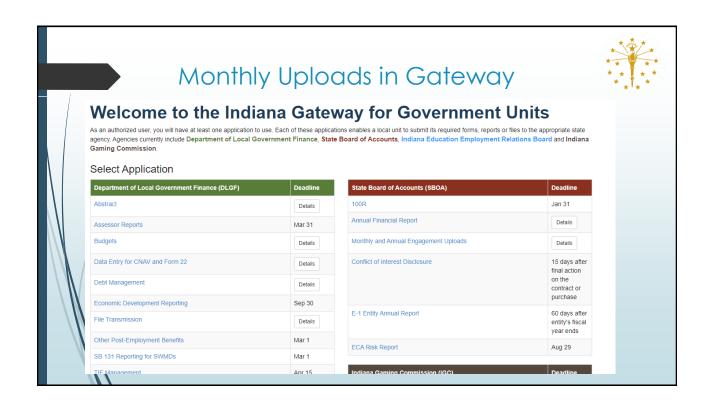
- □Beginning Balance
- □Total Receipts
- □Total Disbursements
- □ Ending Balance

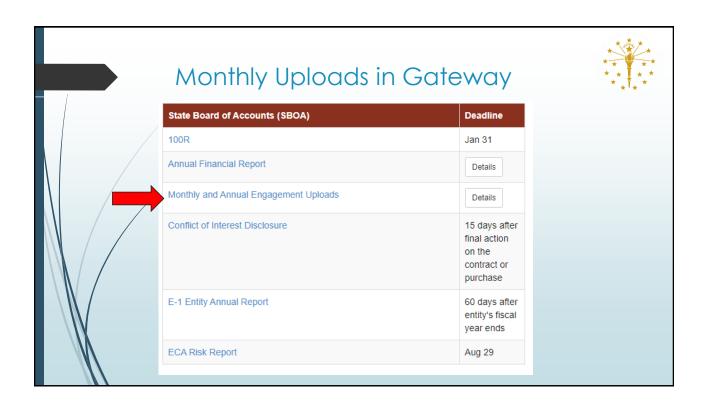
Excel File preferred

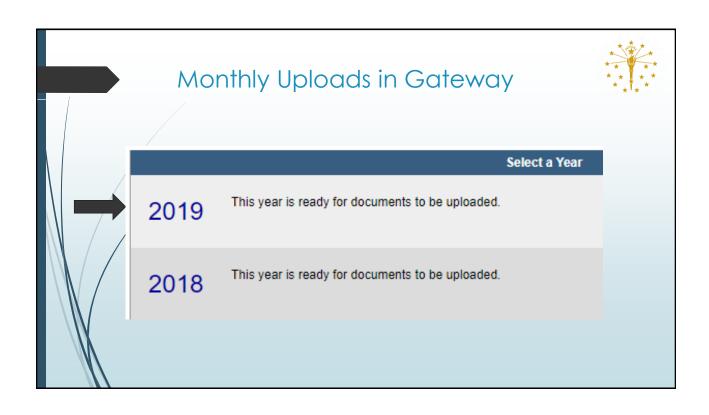
Hand-posted Records
Photo or Scan is acceptable
Template is available

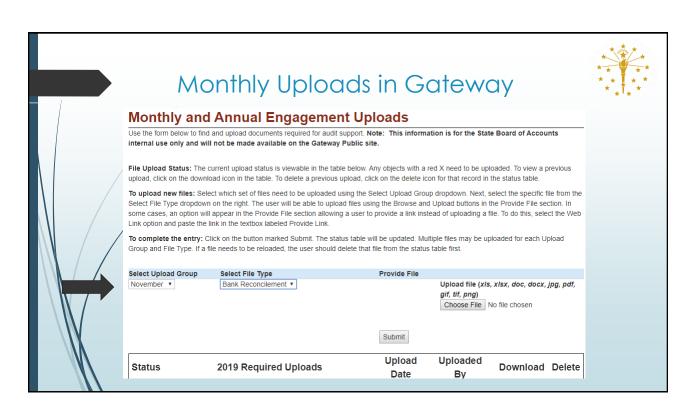


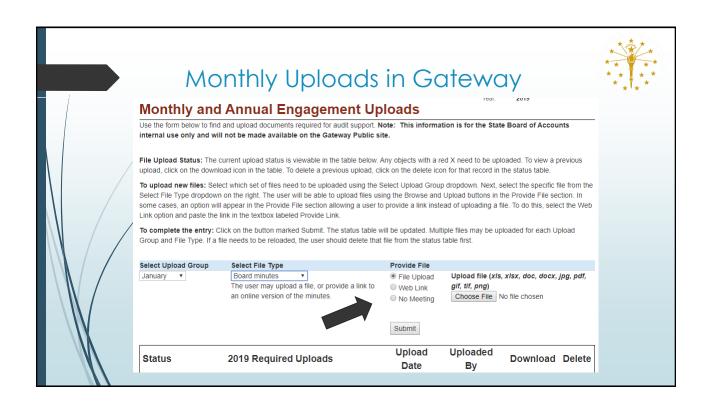


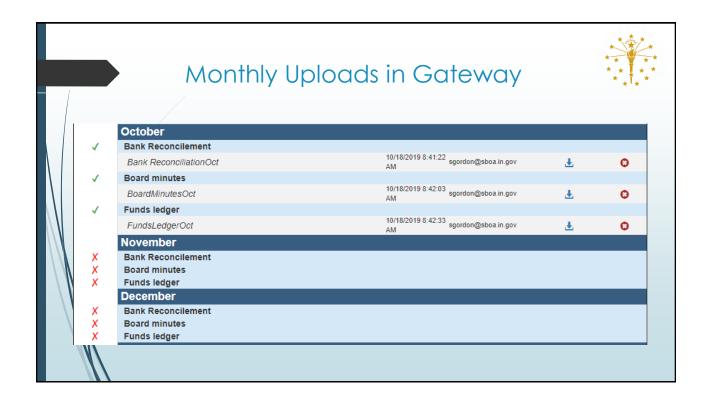
















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